



**CAP Guideline  
Revisions and how they  
can Help Employees  
Thrive in Retirement**







**2004**  
**billboard**  
**TOP 40**











# Agenda

- Who is CAPSA
- What are the CAP Guidelines
- What are the changes
- Key Takeaways



# Who is CAPSA

Canadian  
Association of  
Pension  
Supervisory  
Authority



# What are the CAP Guidelines

## About the update



- Capital Accumulation Plans
- Apply to ALL plan types
- Set of industry best practices



# What are the CAP Guidelines

## Implementation



- As soon as possible
- Where system or process changes are needed, should be implemented by Jan 1, 2026
- Recognition that application will vary based on size, complexity and other characteristics of the CAP



# What are the changes

## Key Themes

- Focus on member outcomes
- Educate, educate, educate
- Best practices



# What are the changes

## Member Outcomes – Setting up the CAP

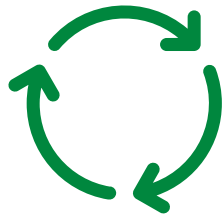


- Purpose of the plan now includes intended member outcomes
- Be methodical in your plan design
- Periodically evaluate and ensure it is still meeting the needs of your employees



# What are the changes

## Member Outcomes – Automatic Features



- Auto-enrolment
- Auto-escalation
- Default investment option





# What are the changes

## Educate, educate, educate

### CAP Sponsors

- Responsible for plan members throughout their entire time in the plan
- Ensure member responsibilities are shared with them
- Should make the information available on a continuous basis in plain language.
- Periodic reviews of education strategy



# What are the changes

CAP members

## Informed participation

- Make informed decisions about contributions, investments, and withdrawals
- Understand plan features and their rights/responsibilities as participants
- Take advantage of educational materials and tools provided
- Maintaining personal contact information
- 2004 focus on investment advice, 2024 focuses on financial advice



# What are the changes

## Best Practices - Governance

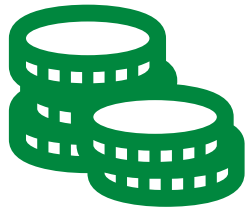


- Establish and document a governance framework
  - Roles and responsibilities
  - Code of conduct
  - Risk management
- Framework will depend on size, complexity and other characteristics



# What are the changes

## Best Practices - Investment Options



- Not a set it and forget it role
- Number of choices
- Focus on fees for added value
- Default investment
- Align with intended member outcomes



# Key takeaways

- The guiding principle for applying the guideline is to focus on intended outcomes
- A significant portion of the changes reflect best practices that have evolved since 2004
- Flexibility - Application will vary depending on characteristics
- Sponsors can turn to advisors or other service providers for help in governance and review



**Change need not be feared,  
but it should be carefully considered.**

– anonymous